

## **Privacy Policy**

### **THIS PRIVACY POLICY SETS OUT HOW NORTHROP MCNAUGHTAN DELER USES AND PROTECTS PERSONAL INFORMATION THAT YOU PROVIDE TO US WHEN YOU USE OUR WEBSITE.**

If you provide us with certain information by which you (or any individual or entity you represent) can be identified (“Information”) then such Information will only be used by us in accordance with this privacy policy and in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (EU) 2016/679.

We may amend this page to revise our policy at any time. If you would like to review any changes made to our policy, please read this page again. If you continue to browse and use this website, you are agreeing to comply with and be bound by this privacy policy.

## **Personal Information**

We may collect Information including names, business relationships, contact information, demographic information, preferences and interests.

## **Our Processing**

If you provide us with Information we may use this Information to manage and improve our database and/or business, carry out legal services with your permission insofar as use of this Information is necessary and for our marketing and/or promotional purposes. We will not sell, share, transfer or distribute this Information to third parties unless it is necessary as part of the legal services that we undertake, we have your permission or are required by law to do so.

## **Security**

We have in place suitable physical, electronic and managerial procedures to safeguard and secure the Information that we may receive from you but please be aware of cybercrime and fraud. There have been an increasing number of scams that use the name and intellectual property of law firms fraudulently for the aim of extracting monies from unsuspecting recipients of emails or sending malicious malware or virus attacks to unsuspecting recipients of emails. If you have received an unexpected request purporting to be from us relating to bank account details or asking you to open attachments you are not expecting, please contact the solicitor dealing with your matter. Please make sure you do so using the normal telephone number for that person (and avoid using any contact details provided in any suspect or unexpected communication).

## **Cookies**

We use cookies to distinguish you from other users of our website. These cookies may:

- be essential to the running of the website
- help the website to perform more effectively
- enable us to understand browsing behaviour
- allow us to improve the website

### What are Cookies?

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. We use the following cookies:

<b>Type</b>	<b>Purpose</b>
Strictly necessary	These are required for the operation of our website
Analytical/Performance	These allow us to recognise and count the number of visitors to our website and to see how visitors move around and use our website. This information helps use to ensure our website works effectively and to improve it too